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10 June 1988

MEMORANDUM FOR: Director of Logistics

FROM:

Chief, Facilities Management Division/OL

SUBJECT: Parking Responsibilities

REFERENCE: Memo for C/FMD, from D/L, dated 11 May 88,  
Same subject

1. I have delayed responding to your memorandum in order to ensure that I have exhausted every possibility of consolidating the Parking Office program. As you know, the current Parking Office is located in an area formerly used for vending machines, and space for an additional person and files is simply not available. I have looked at space scheduled to be vacated and the earliest we could possibly obtain any additional room will be when the Office of Scientific and Weapons Research moves and some space will free up on the 2nd floor circa September.

2. Recognizing that September is not very helpful, the only other alternative I can offer is to arrange to hotdesk the External Parking responsibilities in FMD until September. If this is acceptable, we will use the vacant desk in our Front Office to house the additional parking person until the new secretary for Contracts Staff reports on board. This is the only solution I can think of to provide for the immediate transfer of the parking responsibilities to FMD. If this is acceptable to you, I will get together with the Acting Chief, Real Estate and Construction Division/OL, to arrange for the expeditious transfer, including the Headquarters Notice advising Agency employees.

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*NOTE TO C/FMD/AC/REC'D*

*Please effect the transfer of parking  
for the entire Agency & consolidation  
thereof as soon as possible. (Do not wait  
until September).*

ADMINISTRATIVE - INTERNAL USE ONLY

*sent 6/13/88*

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